



SACRISTON PARISH COUNCIL
ANNUAL ALLOTMENT ASSOCIATION MEETING (AGM)
Minutes of the meeting held on the 19th July 2021
The Fulforth Centre – 6.30pm

Present: Cllrs H. Dixon (Chair), R. Harrison, G Ludlow and Mr E. Metcalfe (Treasurer),
Allotment Reps Mr. P. Dawson, Mr. R. Lomax & Ms R. Sharp also Miss. C Wilson (Parish Clerk)

Apologies: Cllr E. Waldock, Cllr D. Robson

| Item No. | Subject | Discussion and Decision | Lead Cllr (s) | Action/ Timescale |
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| 1. | Introductions | Cllr Dixon opened the meeting at 6.30pm and welcomed everyone to the AGM. | HD | |
| 2. | Apologies for Absence | Apologies were accepted from Cllr E. Waldock, Cllr D. Robson | CW | |
| 3. | Appointments to the Group | It was agreed that the appointments for the Parish Allotment Group will be as follows: - Chair – Cllr H Dixon Treasurer – Cllr E Metcalfe Secretary – C Wilson (Parish Clerk) | ALL | |

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| | | <p>Mr P. Dawson has now stepped down as allotment representative for Cross Lane. No new allotment representatives came forward and therefore: -</p> <p>Mr R Lomax will remain representative for Cross Lane Cllr R Sharp will remain representative for Daisy Hill</p> | | |
| 4. | Minutes of Previous Meeting | <p>Previous meeting held on 12th February 2020.</p> <p>Minutes were accepted as a true record and signed by the Chair.</p> | HD | |
| 5. | Treasurers Report | <p>Cllr Metcalfe provided an up-to-date financial report.</p> <p>As at 31st January 2021 there was £1928.13 in the bank. However, as of today there is £750 in the bank as the bills for the water rates have now come out.</p> <p>Members were informed about the extremely high-water bill that has been received in connection with Cross Lane. Mr E Metcalfe is trying to seek reimbursement from the utility company due to a leak which was found at the water meter.</p> | EM | |
| 6. | Rules & Constitution | <p>The Rules and Constitution will be amended to reflect the following for any new tenancies: -</p> <p>Joint Tenancies – if the first named tenant on the plot decides to give it up, the plot will not automatically revert to the second named tenant. The second named tenant will be required to put their name on the waiting list and wait for the next available plot.</p> <p>Gate Key Deposits – a deposit will be taken in the sum of £20. Once the gate key is returned at the end of the tenancy, the monies are reimbursed.</p> | HD | |
| 7. | Rent | <p>Members are required to pay rent in full on the 21st or 28th July 2021 between 7pm-8pm in the Fulforth Centre.</p> | HD | |
| 8 | Insurance | <p>Members were informed that the Parish Council public liability insurance does not cover their individual plots and they are required to have their own. This may</p> | | |

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| | | <p>be covered under the National Allotment Association Society membership and plot holders may be able to pay for this included in their rent.</p> <p>RESOLVED To investigate as to whether members can get insurance through NAAS.</p> | CW | |
| 9. | AOB | <p>An inspection of the allotments is to be carried out on the 21st July 2021 prior to the collection of rents. Allotments identified failing to meet the required standards will be informed that they have a two-week period to show improvement within their plots.</p> <p>If no improvement is visible after the two-week period, they will be given a FINAL written warning. The allotment holder will then have one-month from the date of the FINAL warning to improve their plot to acceptable standards or their tenancy will be terminated.</p> <p>Allotment Deposits – it was discussed with members how they felt about taking a deposit for an allotment. This is due to the fact that when allotment holders are vacating plots, they are not clearing the allotment and other members are having to carry this out.</p> <p>RESOLVED There were no objections to deposits being taken from new plot holders.</p> <p>Members directed questions towards Mr P. Dawson as they would like answers to the following questions:-</p> <ol style="list-style-type: none"> 1) Who were the named signatories on the cheque for the gates at Daisy Hill site? 2) Who paid the money over to the person/company? <p>Members discussed progressing the matter through the small claims court.</p> <p>RESOLVED</p> | <p>HD</p> <p>RS</p> <p>ALL</p> <p>EM</p> <p>HD</p> | |

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| | | <p>Mr. E. Metcalfe is to contact the bank to see if he can obtain the cheques which will provide information as to whom the signatories where on the cheque and update members accordingly.</p> <p>One member highlighted that fires are being lit in the allotments at inappropriate times.</p> <p>RESOLVED The chair asked if the member could provide further information so those specific tenants can be contacted.</p> | | |
| 10. | Date and Time of Next Meeting | <p>The next AGM will be on Monday 7th February 2022.</p> <p>Chair thanked everyone for their attendance.</p> <p>Meeting closed at 7.07pm</p> <p>Signed Date/...../.....</p> <p style="text-align: center;"><i>Chairperson</i></p> | HD | |